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Library 740
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Technology Plan Staff Development

Anticipatory Set- Wouldn't it be amazing if you never had to help another student find a lost digital file again? Is there anything more frustrating for you or your students than getting close to the end of a project then accidentally deleting it?

Purpose - With Google Docs these frustrations can be avoided. Not only that, with Google Docs it doesn't matter what word processing program students have or what type of computer they have. Google Docs will enable us to say goodbye to flash drives! Google Docs auto saves multiple times each minute. When you and your students become proficient on Google Docs you will be using Google Docs for all your word processing needs instead of Pages or Word. Let's watch this short video which will help us understand how Google Docs can make our lives simpler. <http://www.youtube.com/watch?v=eRqUE6IHTEA>

Input & Modeling

1. This year our email has been moved over to gmail accounts which have been created by our tech department for us. You will be using this email information to access Google Docs.
2. In the URL field for your Internet browser type in the address docs.stmatthewsschool.com This will take you to a login page for Google Docs. Just type in your email user name and password to gain access to Google Docs.
3. Once you've logged into Google Docs you will see a page that looks like this:

[Browse template gallery](#)

Create new ▼

Upload ▼

Documents ▼

Images & videos ▼

More options ▼

Home

Starred ★

All items

Trash

Owned by me

My collections

Library 740

Native American

Collections shared with me

Actions ▼

Sort by Last modified ▼ View List ▼

MODIFIED TODAY

☒ ★ Google Docs Lesson Plan

MODIFIED YESTERDAY

☐ ★ St. Matthew's School Technology Plan Shared Library 740

MODIFIED EARLIER THIS MONTH

☐ ★ Untitled Presentation

☐ ★ Book Fair Requests Fall 2011

☐ ★ Library 740

MODIFIED EARLIER THIS YEAR

☐ ★ techguide.pdf

Google Docs Lesson Plan

Opened by me 4:24 pm

Modified by me 4:24 pm

Description - Add

4. To create a new document go to “Create New”, click the drop down menu, and select “Document”.

Create new ▼

Upload

📄 Document

📊 Presentation

📈 Spreadsheet

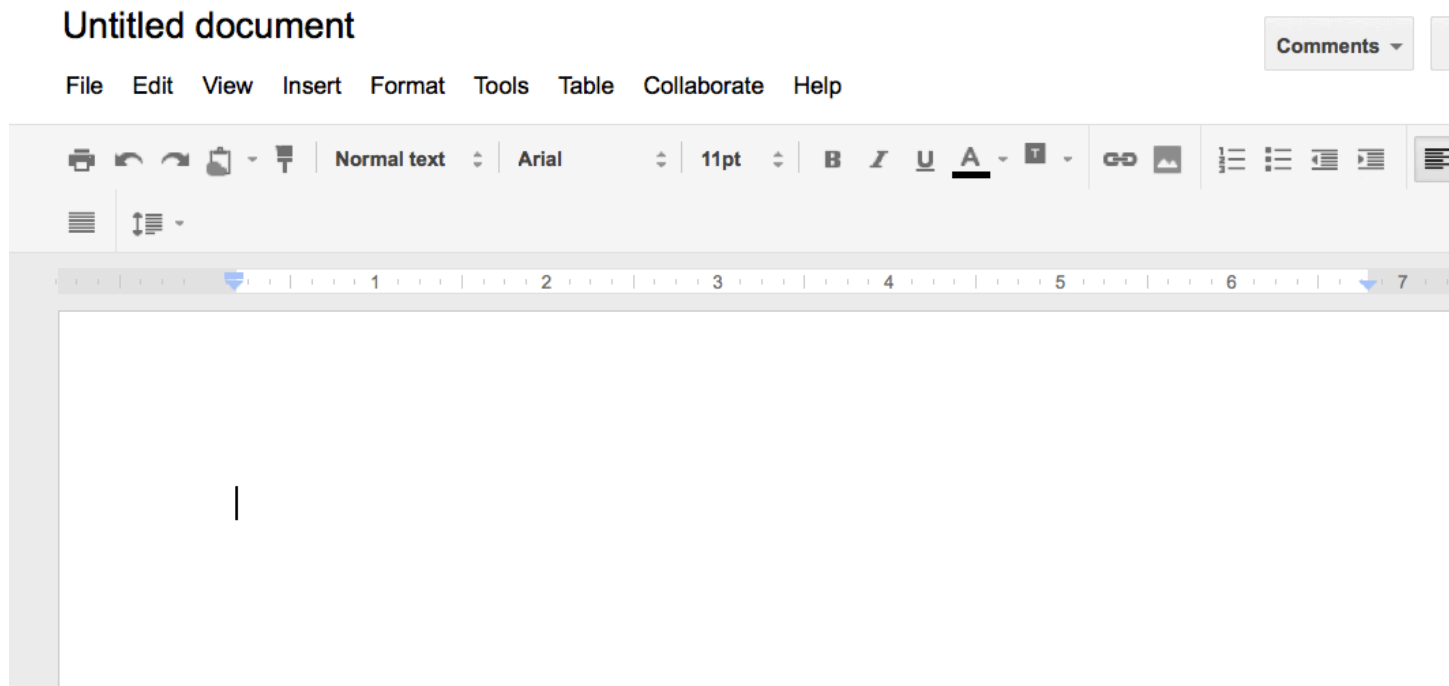
📋 Form

🎨 Drawing

📊 Table (beta)

📁 Collection

5. Your new blank document will look like this.



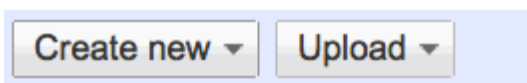
6. Click where it says “Untitled Document” and give the document a name. Set the font size, style, etc. just as you would in other word processing programs. Once you’ve given the file a name then you continue just as you would with any other word processing program.

Guided Practice

Go through steps 2-6 with students correcting errors and trouble-shooting when necessary.

Input/Modeling

Now that we’ve all created a document in Google Docs, we see how simple it really is. The next step is to look at organization of those documents. Google Docs allows you to organize your documents in “Collections”. These collections are like folders. On the left side of your window you’ll see something like this:



Starred ★

All items

Trash

Owned by me

▼ My collections

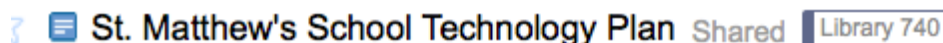
■ Library 740

■ Native American

▶ Collections shared with me

Underneath “Collections” you see “My Collections” with two folders underneath; Library 740 and Native American. These are Collections I’ve made with documents inside of them. Under that you see “Collections shared with me”. These are collections belonging to other people which they’ve shared with me. It’s easy to create collections.

1. Go to “Create New” the same way we did when we created a new document.
2. This time, however, instead of clicking new document, click “Collection”.
3. Give your new Collection a name when prompted.
4. After you’ve created a Collection you simply drag a document into that collection.
5. You will see a small rectangle to the right of the document showing which Collection it belongs to.



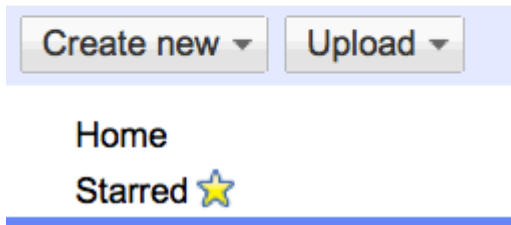
Guided Practice

Go through steps 1-5 together for creating collections. Ask them to name the Collection “Practice”. Trouble-shoot as necessary.

Input/Modeling

Some of you are probably thinking this is a useful tool, but I already have all kinds of documents I’ve created that I use in my teaching. What about those? Google Docs makes it easy to upload existing documents into Google Docs. You can upload the following types of files: html, txt, odt, .rtf, and Microsoft Word. In order to upload you do the following:

1. Click the “Upload” button which is located next to the “Create New” drop down menu.



2. Choose "Browse" and select the document.
3. Click "Open".
4. Click "Upload File" You will see the uploaded file in your list of Docs.

Guided Practice

Together with students go through steps 1-4 to Upload and existing file from their computer. Trouble-shoot as necessary.

Input/Modeling

In the video we watched we saw how Google Docs enables many individuals to work on the same document without emailing attachments and ending up with multiple copies of documents. The sharing of documents is easy.

1. When you are ready to share your document with others, look for the "Share" button in the top right corner of your window.



2. When you click "Share" you'll see a prompt which allows you to enter email address of individuals with whom you will share the document.

Sharing settings

Who has access



Private - Only the people listed below can access

[Change...](#)



Elaine Cardenas (you) elainecardenas53@gn

[Is owner](#)

Add people:

Enter names, email addresses, or groups...

3. Here you also have choices to make with regard to settings. You must decide if you want others to have “read only” rights or if they can make changes on the document.

Guided Practice

Walk students through steps 1-3 for sharing documents on Google Docs. Have teachers share their “Practice” Collection with one another.

Checking For Understanding

Without assistance, ask teachers to tell each other steps for:

- Logging into Google Docs
- Creating a new Document
- Creating Collections
- Uploading documents
- Sharing Documents/Collections

Independent Practice - Teachers will work on their own using Google Documents. Support will be available should it be required.